

U.S. GOVERNMENT PRINTING OFFICE
11836 Canon Blvd., Newport News, Va. 23606

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Ceremonial Programs

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Printing Service Navy
Norfolk, VA

The term of this contract is for the period

beginning October 1, 2000 and ending September 30, 2001

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Eastern Standard Time, on September 12, 2000.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent(s). At a future date, metric measurements will be used exclusively in all specifications.

TO SUBMIT A BID, THE CONTRACTOR MUST COMPLETE AND RETURN THE FOLLOWING: GPO BID FORM 910, 3 SETS OF SCHEDULE OF PRICES. ALL FORMS AND BID ENVELOPE INSTRUCTIONS ARE INCLUDED IN THIS SOLICITATION.

REFER ANY TECHNICAL QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS TO ROBERT MANN (757) 873-2800. AFTER AWARD, CALL YOUR CONTRACT ADMINISTRATOR AT (757) 873-2800.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable articles of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)), GPO Contract Terms, Quality Assurance Through Attributes Program for Microforms (GPO Publication 310.3, effective August 31, 1988, (Rev. 11-89)), and ANSI Standard, Sampling Procedures and Tables for Inspection by Attributes, ANSI/ASQC Z1.4. Standards referenced in this contract are those that are current at the time of contract solicitation.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4.):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7.Type Quality and Uniformity	Average type dimension in publication
P-8.Halftone Match (Single and Double Impression) Camera Copy/Films	
P-9.Solid and Screen Tint Color Match	Pantone Matching System

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any information pertinent to the particular order subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Procurement Accounting Division, Government Printing Office, North Capitol & H Streets, N.W., Washington, D.C. 20401.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of pamphlets requiring such operations as composition, negative making, printing, binding, packing, and delivery.

TITLE: Ceremonial Programs

FREQUENCY OF ORDERS: Approximately 4 to 10 orders per month, average approximately 90 orders per year.

QUANTITY: Approximately 100 to 10,000 copies per order with an average of 1,200.

NUMBER OF PAGES: Approximately 4 to 120 text pages per order, with an average of 20 text pages. Approximately 60% will have separate covers. Some orders will be for covers only.

TRIM SIZE: Format A: Up to and including 140 x 216 mm (5-1/2 x 8-1/2") (including album style). Approximately 75%.

Format B: Over 140 x 216 mm (5-1/2 x 8-1/2"), up to and including 216 x 279 mm (8-1/2 x 11") (including album style). Approximately 25%.

GOVERNMENT TO FURNISH:

Approximately 90% of copy and/or partial copy to be furnished on 89 mm (3-1/2") floppy disks.

ELECTRONIC MEDIA INFORMATION:

Platform: Macintosh (utilizing system 7.0 up to latest version available) or PC- IBM OR Compatible (utilizing windows 3.1 up to latest versions).

Software: Microsoft Word, PageMaker, Photo shop (up to latest version) and Word Perfect, on occasion – Power Point or Corel Draw might be used.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting, proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be image as necessary to meet assigned quality level.

Typewritten manuscript or occasionally handwritten manuscript, negatives or camera copy consisting of text matter, line art, and photo-prints to be reproduced at various focuses, a similar sample for a guide, and print orders.

Color decals, photographs, negatives or 35mm slides may be furnished in lieu of photo-prints.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings, except GPO imprint, carried on copy or films must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the product(s) in accordance with these specification.

COMPOSITION: The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications. Approximately 40% of the orders will require typesetting.

Composition must be hot metal, photo-composition, or electronic composition (600 dot resolution minimum). Hot metal composition includes all typesetting produced by casting the characters in hot metal. Photo-composition includes all typesetting produced by photographically creating the characters on sensitized film or paper.

Typefaces and Sizes: The contractor is required to furnish the following typefaces to be used during the term of this contract. 6- through 72-point sizes are required.

- | | | |
|---------------------------------------|----------------|------------------------|
| 1. Century with italic and bold | 5. Impressum | 9. Tempo |
| 2. Copperplate Gothic | 6. Melior | 10. Times Roman |
| 3. Futura Demibold Condensed & Italic | 7. Old English | 11. Park Avenue Script |
| 4. Helvetica | 8. Optima | |

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered. Each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used.

In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract.

The Government reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

Creating Printing Media: For pamphlets requiring the printing of multicolor artwork from manuscript or reprint copy, the contractor will be required to create media by photomechanical reproduction and masking/opaquing for each color, or to create by manually drawing a mechanical for each color.

FILMS: The contractor must make all films required. All halftones are to be 133-line screen or finer. Approximately 60% of orders contain halftones. Number of halftones ranges from 1 to 50, with an average of 6. An occasional order may have up to 50 halftones. An occasional order may also contain 1 to 5 line illustrations.

Films may be opaqued on either the emulsion or non-emulsion side.

An occasional order will require four color process negatives to be made and printed on the front and/or back cover, up to 25 Sq. In.

Occasionally the contractor will be responsible for reproducing continuous tone negatives.

PAGE PROOFS: 3 sets of page proofs are required on orders requiring composition. One set must have illustration proofs cropped and mounted in the exact position the illustrations will print in the final product.

Electrostatic or similar proofs will be acceptable; however, they must be on clean, white paper, with all images clearly legible and of uniform density. Proofs made on dry or wet copying machines which utilize grayish colored paper, or proofs which exhibit dirty or spotty backgrounds, paste-up shadows, or blurred, faint, or missing images will not be accepted.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. Excessive typographical errors will be cause for the proofs to be returned to the contractor for proofreading to be accomplished. No additional time in the schedule will be allowed.

All proofs must be collated in sets, numbered sequentially, and have a one inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

Page and Revised Page Proofs: Proofs must be uniform in size and contain a single page to a sheet. When pages contain space allowance for illustrations, an identifying illustration number must be marked in the space allowed. Tables on one set of proofs must be completely ruled.

Minimum charge for author's alterations is \$10.00. Notice to Department - The contractor must support all charges for author's alterations by submitting the proofs showing author's alteration marks with his voucher. Therefore, all

proofs containing these authorized changes must be returned to the contractor in order for him to comply with this requirement. If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

PROOFS: When specified on the print order, deliver two sets of blue-line proofs. Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product.

One piece color proof (cromalin or equal) are required for pages containing process color illustrations.

The contractor must not print prior to receipt of an "OK to print."

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text stock used in each copy must be of a uniform shade. All cover stock must have grain parallel to the spine. The stock to be used will be indicated on each print order.

White Offset Book, grammage 90 g/m^2 (basis weight: 60 lbs. per 500 sheets, 25 x 38") equal to JCP Code A60.

White Antique Book, grammage 90 g/m^2 (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A100.

White Litho (Gloss) Coated Book, grammage 105 g/m^2 (basis weight: 70 lbs. per 500 sheets, 25 x 38") equal to JCP Code A205.

White and Colored Vellum Finish Cover, grammage 175 g/m^2 (basis weight: 65 lbs. per 500 sheets, 20 x 26") equal to JCP Code L20.

White and Colored Index, grammage 200 g/m^2 (basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2") equal to JCP Code K10.

White Litho (Gloss) Coated Cover, grammage 215 g/m^2 (basis weight: 80 lbs. per 500 sheets, 20x 26") equal to JCP Code L10 .

White and Colored Laid-Antique Finish Cover, basis size 20 x 26" 65 lbs. per 500 sheets, equal to JCP Code L40.

PRINTING: Print as specified on print order. Match Pan-tone number as indicated on print order or camera copy. Approximately 10% of pages will print with additional color.

Cover 1 and Cover 4 will print in 4-color process inks on approximately 25 orders.

INK REQUIREMENTS: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

BINDING: Saddle-wire stitch pamphlets in two places and trim three sides. Pamphlets consisting of 6 pages will be folded with a loose center leaf. (Bind all pages except 6 pages). Occasionally there will be a 4 page pamphlet fold only. Wafer seals may be required.

MARGINS: Margins will be as indicated on the print order or furnished camera copy.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>	<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Deliver the majority of orders f.o.b. destination to:

Document Automation & Production Service
1641 Morris St.
Naval Station
Norfolk, VA 23511-2898 or

Document Automation & Production Service
Bldg. 31, Code 1000
Norfolk Naval Shipyard
Portsmouth, VA 23709

Occasionally orders will deliver f.o.b. destination to other addresses within Virginia and North Carolina.

For deliveries to other states, deliver f.o.b. contractor's city. Contractor must submit freight receipts with vouchers for reimbursement.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies, must be borne by the contractor.

Negatives and camera copy must be returned with job in separate package identified as camera copy and negatives.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order.

Furnished material and proofs must be picked up from and delivered to the address listed under distribution.

The following schedule begins the workday after notification of the availability of print order and furnished material.

When required, submit proofs within 2 to 5 workdays as indicated on the print order. The hold time on proofs cannot be predetermined. Contractor must make complete production and delivery within 2 workdays after his receipt of an "OK to print."

Orders which do not require proofs, must be delivered within 3 to 15 workdays, as indicated on print order.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one years requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)		III.	(1)		IV.	(a)		800
	(a)	590		(a)	5,994		(a)		
	(b)	150		(b)	1,620		(b)		25
II.	(a)	(1)		(c)	486		V. 1.	(a)	45
		(2)		(d)	428			(b)	37
		(3)		(e)	30				25
		(4)		(f)	496			2.	40
	(b)	(1)		(g)	20		4.		100
		(2)							
		(3)							
		(4)							

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION: The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper for white offset (JCP A60) as required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item will be declared non-responsive.

All vouchers submitted to the GPO shall be based on the most economical method of production.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

I. COMPOSITION (including page proofs):

	<u>Page Makeup</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(a). Per Page	\$_____	\$_____
(b) Author's alteration per line (minimum charge shall be \$10.00 per Order)	\$_____	\$_____

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices".

Initials

II. PRINTING AND BINDING: The prices quoted must be all-inclusive for films, printing, and binding (as required), in accordance with these specifications; and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered. The cost of all required paper must be charged under item IV.

Text and Cover Pages (printing in a single ink color): A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Pamphlets consisting of 6 pages (folded form with a loose center leaf) shall be charged as 6 page pamphlets. Two pages equal one leaf.

	<u>Make-ready and/or Setup (Formats)</u>		<u>Running Per 100 Copies (Formats)</u>	
	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(1)	(2)	(3)	(4)
(a) Printing in a single color Per Page (Text or Cover).....	\$_____	\$_____	\$_____	\$_____
(b) Printing in a color in addition to the first single color charge.....per page.....	\$_____	\$_____	\$_____	\$_____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted.

Computation of the net number of leaves will be based on the following: Forms and text pages - each page size leaf. Covers - Two page-size leaves will be allowed for each complete cover.

	<u>Per 100 leaves</u>	
	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) White Offset Book (60-lbs.)	\$_____	\$_____
(b) White Litho Coated Book (70-lbs.)	\$_____	\$_____
(c) White Antique Book (60 lbs.)	\$_____	\$_____
(d) White/Colored Vellum Finish Cover (65 lbs.)	\$_____	\$_____
(e) White/Colored Index (110-lb.)	\$_____	\$_____
(f) White Litho Coated Cover (80 lbs.)	\$_____	\$_____
(g) White/Colored Laid Antique Finish Cover (65 lbs.)	\$_____	\$_____

IV. PROOFS:

(a) Composite blue-line or similar proofs per trim/page-size unit	\$_____
(b) Cromalin proofs or similar per trim/page-size unit	\$_____

Initials

V. ADDITIONAL OPERATIONS:

1 Manual Drawing of Line Illustrations

(a) Base Copy per illustration \$ _____

(b) Overlay per color per illustration \$ _____

2. Four-Color Separations - Up to 25 Sq. In each \$ _____

3. Wafer Seals per 100 \$ _____

4. Author's Alterations to Blue-lines per page \$ _____

TYPEFACES: If manufacturers generic equivalent typefaces are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the equivalent typeface and composing machine to be used.
Preferred Typefaces (6 thru 72 point):

1. Century with italic and bold

2. Copperplate Gothic

3. Futura Demibold Condensed & Italic

4. Helvetica

Mfg. Generic Equiv. Typefaces

5. Impressum

6. Melior

7. Old English

8. Optima

Name of Composing Matching

9. Tempo

10. Times Roman

11. Park Avenue Script

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(Address - City - State - Zip Code)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

Sample Bid Envelope

In order to ensure proper processing of all bids, the following information is required on all bid envelopes.

Program 2396-S

From: _____

Address: _____

Apply
Postage
Here

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U.S. GOVERNMENT PRINTING OFFICE
Hampton Regional Printing Procurement Office
11836 Canon Blvd., Suite 400
Newport News, VA 23606-2591

Bids will be received
Until September 12, 2000
At 2:00 p.m., EST.